

Find Further Addresses for Vendor

1. From the Header tab (Not the Overview tab – it won't work there), select the Vendor Name link to get the details box

Purchase Order Number 4300385526
Smart Number Supplier [W W GRAINGER INC](#)

Purchase Order Type Standard PO
Status In Process
Document Date 10/24/2013
Total Value (Gross) 0.00 USD

Overview

Header

Items

Notes and Attachments

Approval

Tracking

General Data | Notes and Attachment | Output

▼ Basic

Identification

Smart Number: P00068292 10/24/2013 13:42
☐ Smart Number is External
Purchase Order Number: 4300385526
PO Name: *
Corresponding Novation Purchase Order:
Purchase Order Type: Standard PO
Non Standard Terms & Conditions: ☐

Currency, Values and Pricing

Total Value (Net): 0.00
Total Value (Gross): 0.00 USD
Tax Value: 0.00 USD

Status and Statistics

Document Date: 10/24/2013
FM Posting Date: * 10/24/2013
Posting Period: * 004
Cancelled: ☐
Closeout Status: None
Validity Start Date:
Validity End Date:

Organization

Purchasing Organization: COPA Purchasing Organization
Purchasing Group: DGS Central Purchase Purchasing Group [Show Members](#)

▼ Partner

Details Add Send E-Mail Call Clear

Filter Settings

Function	Number	Name	Phone Number
Requester			
▼ Vendor	162368	W W GRAINGER INC	412-967-5302
Service Agent			
Goods Recipient			
Ship-To Address			
Location			

2. Select the dropdown for Further Addresses

Details of Vendor

Partner Details

Further Addresses: **HARRISBURG-USA**

Form of Address:

Name:

Care Of:

Department:

Floor / Room:

Street / House Number:

Postal Code / City:

District:

P.O. Box:

Country:

Region:

Phone Number/Phone Extension:

Fax Number/Fax Extension:

E-Mail:

OK **Cancel**

3. Choose the applicable address and then select OK

Details of Vendor

Partner Details

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Care Of:

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Country:

Region:

Phone Number/Phone Extension:

Fax Number/Fax Extension:

E-Mail:

OK **Cancel**